

# Audit Engagement Acceptance Letter

[Your Firm's Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our acceptance of the engagement to conduct a special audit for the investigation of discrepancies identified in your financial records. This letter outlines the terms and conditions under which we will conduct our audit.

## Scope of the Engagement

The objective of this special audit is to examine specific discrepancies and provide insights regarding [brief description of discrepancies]. Our procedures will include, but are not limited to:

- Reviewing relevant financial documents and records
- Conducting interviews with key personnel
- Performing analytical procedures

## Timeline

We anticipate beginning the audit on [start date] and expect to provide our findings by [completion date].

## Fees

Our fees for this engagement will be based on the time spent by our personnel at their respective hourly rates plus any direct expenses incurred. A detailed estimate will be provided in advance.

## Terms of Engagement

Our engagement will be subject to our standard terms and conditions, which include confidentiality provisions and limitations of liability.

Please confirm your acceptance of this engagement by signing and returning a copy of this letter.  
We look forward to working with you on this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

Accepted by:

\_\_\_\_\_ Date: \_\_\_\_\_

[Client's Name]

[Client's Title]